



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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November 21, 2001

In Reply Refer To:
1550(P)
CA-912

EMS TRANSMISSION: 11/21/01
Instruction Memorandum **No. CA-2002-009**
Expires: 9/30/2002

To: All Employees

From: Deputy State Director, External Affairs

Subject: Duplicating/Printing Services annual report **DD: 11/28/01**

If you have purchased duplicating/printing services using a government issued credit card or through any other means outside the Government Printing Office, you are required to complete the attached Commercial Printing Report. This includes all duplicating, printing, binding, silkscreen items, and large duplication projects. Any Bureau of Land Management employees that made a printing procurement from a commercial source **must** report this activity on the JCP Report No. 2. All transactions concerning printing that is procured from commercial sources **must** be reported regardless of cost. Jobs printed under GPO waiver **must** also be reported. Please FAX your report for the period covering April 1, 2001 through September 30, 2001, to External Affairs (916) 978-4620, Attn: AJ Ajitsingh, no later than November 28, 2001

Title 44 of the U.S. Code requires that **all** printing and duplicating services be procured through the Government Printing Office (GPO). Mary Lou West, External Affairs, is the State printing liaison with GPO. For additional information, contact Mary Lou at (916) 978-4612 or AJ Ajitsingh 916-978-4614

Signed by:
Tony Staed
DSD, External Affairs

Authenticated by:
Richard A. Erickson
Records Management

1 Attachment:

1. JCP Form NO. 2 (1 pg.)

COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (REV. 3-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

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